

Asutosh College Committee for AISHE

Minutes of the Meeting held on 20. 12. 2022 at 3:30 PM

Venue: Principal's Room

Jt. Conveners:

1. Dr. Keya Ghosh, Associate Professor in Chemistry
2. Dr. Dhiman Dutta, Assistant Professor in Statistics

Members:

1. Dr. Aditi Das, Assistant Professor in Physics
2. Dr. Monoj Kumar Barman, Assistant Professor in Chemistry
3. Dr. Kanchan Karmakar, Assistant Professor in Bio-Chemistry
4. Dr. Rabia Sultana, Assistant Professor in Electronics
5. Dr. Saikh Rupa Rahila, Assistant Professor in Bachelor of Business Administration
6. Dr. Pranab Kumar Das, Assistant Professor in Microbiology
7. Dr. Arpita Paul, Assistant Professor in Mathematics

Attendees:

Dr. Keya Ghosh, Dr. Dhiman Dutta, Dr. Aditi Das, Dr. Monoj Kumar Barman, Dr. Kanchan Karmakar, Dr. Rabia Sultana, Dr. Pranab Kumar Das, Dr. Arpita Paul.

Agenda:

1. AISHE data collection 2021-22
2. Distribution of responsibilities
3. Miscellaneous

Resolutions:

1. It was resolved that the data collection for AISHE (Survey Year: 2021-22) will be started from immediate effect. The period of the survey will be from 1st January, 2021 to 31st December, 2021.
2. The responsibilities were distributed as follows:
 - (a) Student Enrollment data to be collected by Dr. Aditi Das and Dr. Kanchan Karmakar in coordination with the IT cell.
 - (b) Teaching staff information to be updated by Dr. Monoj Kumar Barman in coordination with Accounts Section and IQAC Coordinator.

- (c) Non-teaching staff information to be updated by Dr. Pranab Kumar Das in coordination with Accounts Section.
 - (d) Financial Information to be collected by Dr. Arpita Paul in coordination with Accounts Section.
 - (e) Scholarship and Fellowship data to be collected by Dr. Rabia Sultana in coordination with the College office and concerned faculty members.
 - (f) Data entry to be done by Dr. Dhiman Dutta.
 - (g) Dr. Keya Ghosh will be in-charge of overall supervision.
3. It was further resolved that the committee will request the College authority to provide a dedicated email id for the committee for smoothly conducting the activities and preserving the documents.